



BROAD AGENCY ANNOUNCEMENT (BAA)

Human Factors Division (HFD) BAA 10-15

Social Network Analysis for Building Resilient Communities

White Papers Due: See Anticipated Schedule of Events in paragraph 5.6

Full Proposals Due: See Anticipated Schedule of Events in paragraph 5.6

TABLE OF CONTENTS

1. General Information	5
1.1. Introduction	5
1.2. Agency name	5
1.3. Research opportunity title	5
1.4. Program name	5
1.5. Research opportunity number	5
1.6. Solicitation and response approach	5
1.7. Response dates	6
2. Research Opportunity Description	6
2.1. Background	6
2.2. Project overview and scope of work	11
2.2.1. Phase I: Concept Development and Case Study.	11
2.2.2. Phase II: Tool/Component Development	14
2.2.3. Phase III: Component Integration and Prototype Demonstration.	14
2.2.4. Phase IV: Option Years	15
2.3. Project Summary	15
2.4. Schedule and deliverables	16
2.5. Government representatives	17
3. Award Information	18
3.1. Available funding expected to be awarded through this BAA	18
3.2. Limitation of funds	18
3.3. Anticipated number of awards	18
3.4. Anticipated award types	18
3.5. Anticipated period of performance for new awards	18
4. Eligibility Information	19
4.1. Federally Funded Research and Development Centers (FFRDC)	19
4.2. Nonprofit organizations, educational institutions and small business set aside	19
4.3. Organizational Conflict of Interest	19
5. Application and Submission Information	20
5.1. BAA package download	20
5.2. Application and submission process	20
5.3. Format and content of White Paper (Project Proposal Format)	21
5.4. Format and content of Full Proposals	22
5.4.1. Volume I: Technical Proposal	22
5.4.2. Volume II: Cost Proposal	26
5.5. Protection of information uploaded to BAA website	28
5.6. Significant dates and times	28
5.7. Further assistance for this BAA	29
5.8. BAA contractual and technical questions	29
6. Evaluation Information	29
6.1. Evaluation criteria	29
6.2. Evaluation panel	30

7. Award Administration Information	30
7.1. Reporting	30
7.2. Project conferences, meetings and reviews	32
7.3. Additional deliverables	32
8. Other Information	32
8.1. Government property, government furnished equipment, and facilities	32
8.2. Security classification	32
8.3. Information for White Paper and Full Proposal respondents	33
8.4. SAFETY Act	33
9. Appendices	33
9.1. Appendix A – List of acronyms	34
9.2. Appendix B – Sample White Paper format (Human Factors Division Project Proposal)	35
9.3. Appendix C - Sample DHS Monthly Project Status Report Form	37

1. General Information

1.1. Introduction

This solicitation is a Broad Agency Announcement (BAA) issued under the provisions of Paragraph 6.102(d)(2) of the Federal Acquisition Regulation (FAR) to provide for the competitive selection of research proposals. Contracts based on responses to this BAA are considered to be the result of full and open competition and in full compliance with the provisions of Public Law (PL) 98-369, "The Competition in Contracting Act of 1984." A formal Request for Proposals (RFP) will not be issued. Awards under this BAA are planned in Fiscal Year (FY) 2010 or 2011. No contract awards will be made until appropriated funds are available from which payment for contract purposes can be made.

1.2. Agency Name

Department of Homeland Security
Science & Technology Directorate
Human Factors / Behavioral Sciences Division
Washington, DC 20528

1.3. Research Opportunity Title

Social Network Analysis for Building Resilient Communities

1.4. Program Name

Human Factors / Behavioral Sciences Division (HF/BSD), Science and Technology Directorate, Department of Homeland Security

1.5. Research Opportunity Number

BAA 10-15

1.6. Solicitation and Response Approach

The Department of Homeland Security (DHS) Science & Technology (S&T) Directorate will not issue paper copies of this announcement. DHS S&T reserves the right to select for award and fund all, some, or none of the Full Proposals received in response to this solicitation. No funding for direct reimbursement of proposal development costs will be allowed. White Papers, Technical and Cost Proposals (or any other material) submitted in response to this BAA will not be returned. However, depending on the markings on the proposal, DHS S&T will adhere to FAR policy on handling source selection information and proprietary proposals. It is the policy of DHS S&T to treat all proposals as sensitive competitive information and to disclose their contents only for the purposes of evaluation. Offerors are to provide unclassified proposals. Documents containing sensitive information that are not suitable for uncontrolled public dissemination should be marked

BAA 10-15

Published: 30 July 2010

Page 4 of 42

“For Official Use Only” (FOUO). When transmitted electronically, FOUO proposals should be sent with password protection.

Awards may take the form of contracts or other transactions (OTs) agreements. In the event an Offeror or subcontractor is a Federally Funded Research and Development Center (FFRDC), Department of Energy National Laboratory, or other Federally funded entity, DHS S&T will work with the appropriate sponsoring agency to issue an interagency agreement pursuant to the Economy Act (31 U.S.C. 1531) or other appropriate authority. Depending on the nature of the Full Proposals received, DHS S&T will also consider awarding a grant or cooperative agreement. Therefore, the applicable laws and regulations governing the legal vehicle used for award will depend on the legal vehicle chosen by DHS S&T. In this regard, Offerors should propose a preferred vehicle type for DHS S&T to consider for award.

A two-step proposal selection process will be used for this solicitation to minimize the cost and effort for prospective offerors. Step 1 will consist of the solicitation, receipt, and evaluation of White Papers. White Papers should be concise and conform to the specified format and word count limitations according to the instructions in Section 5 and the template provided in Appendix B, section 9.2. No formal transmittal letter is required for the submission of the White Paper.

An evaluation and selection process will be conducted by DHS S&T and those White Papers selected will be encouraged to participate in Step 2, the solicitation, receipt, and evaluation of a Full Proposal. The Full Proposal is limited to a maximum of 30 pages for Volume I Technical Proposal, excluding the Formal Transmittal Letter, Cover Page, Table of Contents and resumes/biographical information for proposed performers.

1.7. Response Dates

The schedule of submissions for White Papers and Full Proposals is outlined in paragraph 5.6.

2. Research Opportunity Description: Social Network Analysis for Building Resilient Communities

2.1 Background.

The U.S. Department of Homeland Security (DHS) is committed to using cutting-edge science and technology, and scientific talent to make America safer. The DHS Science and Technology Directorate (S&T) is tasked with researching and organizing the scientific, engineering, and technological resources of the United States and leveraging these resources into capabilities to help protect the homeland. The Human Factors and Behavioral Science Division (HF/BSD) within S&T applies the social and behavioral sciences to improve the detection, analysis,

and understanding of threats posed by individuals, groups, and radical movements; to support the preparedness, response, and recovery of communities impacted by catastrophic events; and to advance homeland security technologies by integrating human factors into homeland security technologies.

This project entitled “Social Network Analysis for Building Resilient Communities” will conduct basic research and development of components and tools for a computer-based system to enable local authorities to map and visually represent the social networks in their communities and integrate those maps into GIS displays of physical terrain, transportation systems and critical infrastructures such as those commonly used in Emergency Operations Centers. Interviews with senior first responders and planners and a 2009 study by the National Academies of Science chartered by DHS S&T (“Applications of Social Network Analysis for Building Community Disaster Resilience”) have indicated a strong desire on the part of professionals in emergency management to have such a capability to enhance local planning and response.

Social network analysis is a method for analyzing and mapping social networks to identify relationships between key actors and groups; to highlight vulnerabilities and redundancies in the network; and to determine changes in the network and relationships over time. Currently, civil authorities and emergency managers lack a means to display the network of organizational and social relationships within their communities and consequently are missing a key piece of the situational awareness picture that could inform planning, preparations and response to disasters. The objective of this research effort is to close that gap in capability by enabling local authorities and planners to visualize the social networks that make up their communities.

To illustrate, Figure (1) provides a conceptual representation of a community social network with local government as the central node, focusing on the social components, functions and organizations of concern to emergency management. On the right hand side of the diagram are a representative set of agencies that manage and operate the community’s physical infrastructure and emergency services. These include the Public Works Department; county and city Emergency Management, Fire, EMS, and Law Enforcement; Public Health and the medical community. To the left are the community components of schools and colleges; community organizations, faith-based communities and neighborhoods; private sector business, industry and non-profits and associated organizations. The dotted line at lower center represents the external resources that are available—when requested—from adjacent counties, State government, adjacent states via Emergency Management Assistance Compacts (EMAC), or from the federal government (e.g., FEMA).

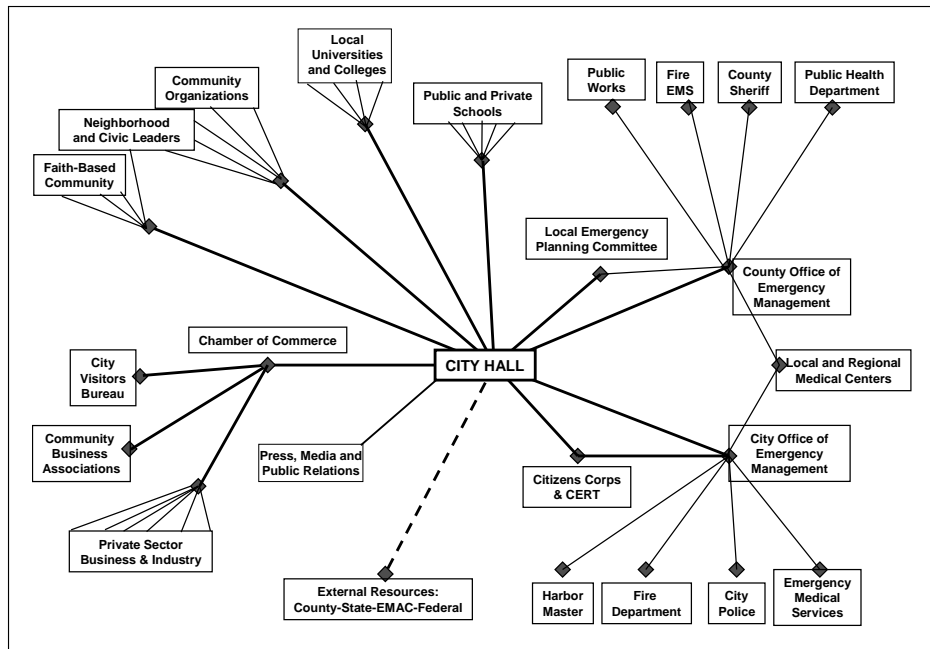


Figure 1: Graphic representation of a community social network

What is not shown in this simplified diagram is the network of relationships between the organizations represented by the boxes that make up this community, or between individual members of those organizations. Figure (2) illustrates the disaggregation of the community into more detailed social “layers” representing those relationships among the organizational components or nodes of a region’s functional communities—i.e., local government; emergency management; the private sector; public health; civic groups; faith based communities; and neighborhoods, among many others.

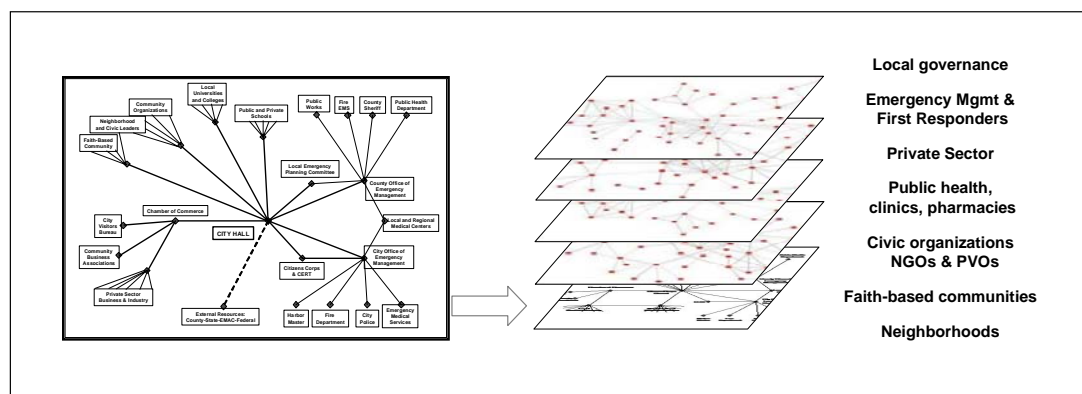


Figure 2: Model illustrating layered “GIS map” of the social networks in a community.

Figure (3) illustrates a model of this social network inserted as a map of the “civic infrastructure” into a GIS map of the terrain and physical infrastructure of the city of New Orleans, including the disaster impact zone following Hurricane Katrina.

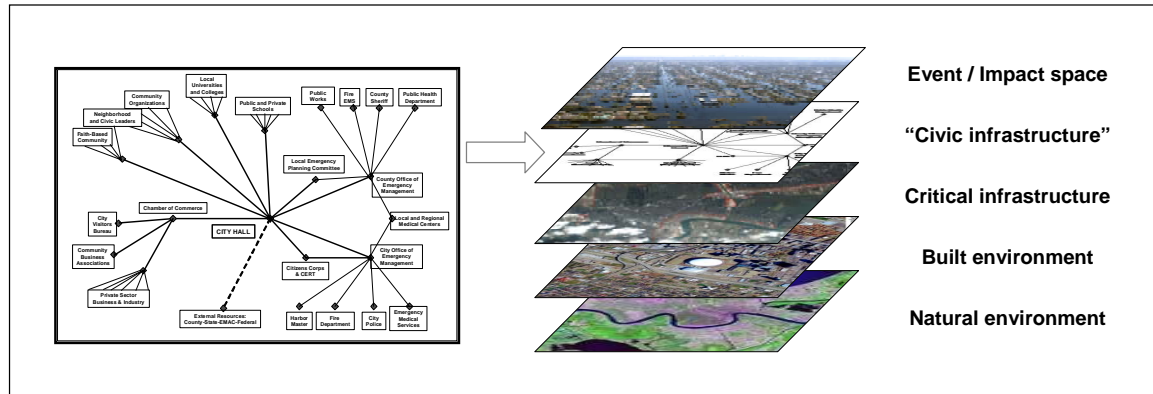


Figure 3: Model showing a social network map of the civic infrastructure integrated into a GIS map of a physical infrastructure and terrain.

As these crude diagrams illustrate, the objective of this project is to conduct research on and develop computer-based social network analysis tools to enable civil authorities and emergency managers to collect, manage, analyze and display information relevant to local social networks in order to better understand the connectedness of critical sectors of the community and their spatial relationships to the physical attributes of geography and terrain, the built environment, critical infrastructures and key resources, and the proximity of segments of the population and neighborhoods to local hazards and threats to security. To support these objectives, the network model must have the capability to geocode nodes in the network and to link with functional GIS mapping systems to allow for spatial analysis that extends beyond simply illustrating connectedness and the relative strength of ties between nodes in the network.

In addition to its utility as an aid for planning and response against disasters and emergencies, a social network analysis mapping capability could assist local authorities to identify underserved and vulnerable populations; more effectively plan for distribution of public services (for example, medical supplies and health services); enhance collaboration between government and the private sector in resource planning; and guide economic recovery after a disaster. It also holds potential for testing alternative courses of action to enhance overall community resilience, and for aiding community planning before, during and after disaster.

In early 2009, the Human Factors / Behavioral Sciences Division tasked the National Academies of science to conduct a workshop to explore the use of social network analysis for the purpose of building community disaster resilience, and to provide DHS with a research agenda that would increase the effectiveness of social

network analysis for improving community disaster resilience. The summary report of that workshop, *Applications of Social Network Analysis for Building Community Disaster Resilience*, is available from the National Research Council in printed form or in .pdf format at

http://www.nap.edu/catalog.php?record_id=12706. In particular, Chapter 3, “Social Network Analysis for Improved Disaster Preparedness and Intervention Planning,” identifies capabilities of relevance to this project that could emerge from the development of a desktop computer-based network planning tool:

- 1) Improved planning to support disaster preparedness, response and recovery;
- 2) A better understanding of network theory and how it affects transmission of communications and warnings within communities and among populations;
- 3) The ability to conduct impact and scenario analyses and examine alternate courses of action (for disaster response; city and transportation planning; etc.)
- 4) Methods to analyze changes in network structure during chaotic scenarios and to understand effects of improvisation as well as of planned responses.

Potential offerors under this BAA are encouraged to familiarize themselves with this document as background to this project and associated research areas to support it.

In pursuit of this capability, DHS-S&T is seeking innovative, possibly disruptive technologies (i.e., disrupting the normal evolutionary technological development process) to improve homeland security at the local and regional levels. It is recognized that this project will have moderate to high risk, but that it also offers the opportunity for significant—even breakthrough—improvements in capability. As the National Academies study emphasized:

“The adoption of SNA has the potential to revolutionize the way organizations and communities function in general, and prepare and respond to disasters in specific. ... Because SNA can reveal the characteristics, composition, and structure of networks at a given time and over time, SNA could be an important tool for understanding how parts of the community work or could work together to plan for and respond to disasters. SNA has been used to inform policy in areas such as terrorism prevention and public health improvement, and could facilitate decision making related to the improvement of community disaster resilience.” (National Academies of Science, 2009, *Applications of Social Network Analysis for building Community Disaster Resilience*. Washington, D.C., page 3).

Technical innovation is a key factor and offerors should demonstrate that their efforts are aimed at developing, prototyping and demonstrating a high-payoff solution that will have the potential for making revolutionary rather than incremental improvements to homeland security, disaster preparedness, and overall resilience at the local level. Proposed solutions, tools and products developed under this BAA should support two key objectives:

- 1) provide new capabilities and options for emergency managers, civic officials and planners to better understand their communities; to more efficiently and effectively use available resources; and to better protect their citizens; and
- 2) advance the state of the art in the application of social network analysis to emergency management and homeland security; and develop capabilities to improve understanding of social networks and their role in human interactions and social behavior, generally.

2.2 Project Overview and Scope of Work.

Project review and selection under this BAA will proceed in a two-step process, beginning with the submission of a White Paper to DHS S&T per the instructions provided in Section 5. After review of White Papers, DHS S&T will request full proposals from those offerors whose White Papers indicate the most promising research and development approaches, a clear understanding of the scope and nature of the project, and technical capabilities sufficient to pursue the project to completion.

DHS S&T expects to issue up to three (3) awards with a maximum amount of \$100,000 obligated for each award for Phase I for the purpose of conducting foundational research, developing a concept of operations, defining a project development plan and project team, and conducting a case study. Each award will include optional CLINS for the fulfillment of Phases II through IV.

At the conclusion of Phase I, a single project will be selected from among the three Phase I performers for the optional continuation of Phases II through Phase IV. Phase I requirements are described below.

2.2.1 Phase I: Concept Development and Case Study

The Phase I Period of Performance is 9 months and will focus on basic research and concept development to address at a minimum the following:

- a. Development of a Concept of Operations for the social network analysis system envisioned and its proposed employment and utility, with specific attention to the integration of SNA and GIS systems for disaster preparedness and planning. The Concept of Operations should be based on research and consultation with senior first responders, emergency managers, city planners and representatives from organizations such as the Emergency Management Institute to ensure end user needs are accurately reflected in the proposed design. The Concept of Operations may include use-case scenarios and user models describing the interactions between the user and the social network model for selected scenarios (e.g., specified content of the input and the specified format of the output);
- b. Development of a detailed Project Development Plan from Phase I through component development (Phase II) and integration and prototype

demonstration (Phase III) as described below. The plan will include a Human System Interface (HSI) sub-plan describing HSI activities and products required to develop design requirements for user interfaces, notably network visualization displays, network element displays, display integration, and decision-aid utilities. Test and evaluation criteria for a successful prototype should be specified.

- c. Comparative analysis of currently available COTS/GOTS social network analysis tools and the selection process proposed for assessing and selecting candidate tools and components. Where the offeror proposes to develop new tools or components, the need for a new development effort should be justified, with shortfalls of existing tools or components specified in detail. Human performance risks shall be identified for all social network analysis tools, and methods to mitigate the risks shall be specified.
- d. Development of technical specifications for the social network analysis tool selected, as well as for a prototype system. The adoption or development of non-proprietary, open-architecture systems is considered fundamental to the intent and success of this program. Specifications should reflect user requirements and will include human engineering criteria for the design of user interfaces (based on data identified in recognized design standards (e.g., MIL STD 1472, ASTM 1166, ASTM 1337)).
- e. An assessment of the compatibility and potential challenges anticipated in integrating the proposed SNA tool with modeling and simulation programs to permit the simulation of disaster scenarios and the impact of those scenarios on social networks in the affected region, as a tool to support analysis, planning and training. Compatibility with IT, GIS and M&S systems currently in use should be addressed.
- f. Description and/or specification of an approach for efficiently populating and updating the network model.
- g. Identification of potential public acceptance and privacy issues relevant to the development of a social network analysis system to be employed in disaster preparedness/response/recovery, and proposed mitigation strategies to that dimension of this project should be addressed.
- h. Refine a cost estimate for research and development of the proposed system, to include costs of all hardware, software, labor hours and labor categories, travel, and associated project, research and development costs anticipated for Phases II and III to completion of the prototype demonstration test and evaluation.

As part of the Phase I deliverables, Offerors will submit a formal report addressing the eight elements specified above and outlining a detailed research and development approach they intend to pursue if funded in Phases II and III.

In addition to the Concept of Operations and specifics listed above, Phase I will include a case study describing the application of the proposed social network

analysis system to the identification, analysis and presentation of one or more specific social networks in a real-world community, municipality or region (e.g., county-level). The objective of this case study is to describe how the proposed social network analysis system would be employed to demonstrate social relationships and connections within the specified community that are of significance in preparing for, responding to, or recovering from a disaster or civil emergency. Representative social networks that might be addressed in the case study could include:

- The local emergency management network (EMA; Fire; Police; EMT, etc.);
- One or more faith-based communities that are active in disaster response;
- A business district or neighborhood exposed to a specific local hazard;
- A critical professional group such as members of the county or municipal Public Works Department or a local telecommunications industry.

Research questions to be addressed within the context of this case study include:

- How are individuals, organizations and/or agencies relevant to this particular social network identified and how was this information used to generate a database for populating the social network analysis tool?
- What criteria were used to determine which individuals, organizations and/or agencies were relevant enough to merit inclusion in the database?
- How are links and connections between individuals, organizations and/or agencies identified and the relative strength or weakness of the ties assessed?
- What methods or approaches could be used to build similar but more complex and comprehensive databases? That is, are the methods employed in this case study scalable and feasible in the real world?

Presentation at a “table-top exercise” level of complexity is adequate for this case study. It is desirable, however, that a current network analysis program such as UCINET be employed in the case study to demonstrate the actual application of network analysis principles to the challenge of employing social network analysis for solving practical problems in emergency management and disaster preparedness at the local or community level. The objective is to apply SNA approaches and methods to a specific example—that is, a community, city or region and at least one real social network within it—to illustrate at the conceptual level how the proposed SNA system to be developed in Phases II and III would be employed in the real world.

At the conclusion of the Phase I Concept Development and Case Study, a single project will be selected for continuing funding under Phases II through IV to develop a Social Network Analysis system for building community resilience. It is anticipated that Phase II will commence in FY11 after completion of Phase I, subject to the availability of funding.

The approach and methodology proposed for research and development under Phases II and III are to be fully defined by the Offeror in Phase I Concept

Development and described in the Case Study and should address the following requirements:

2.2.2 Phase II: Tools/Component Development (1 year).

Phase II development will include three developmental efforts:

1. Development of a laptop- or PC-based social network analysis tool with sufficient fidelity to be useful for identifying and constructing social networks at the community and regional levels, while remaining sufficiently simple and intuitive to be usable by local authorities and emergency managers (i.e., no more complex than the typical GIS-mapping system currently in use in many EOCs). This system should be capable of operating independently for use locally in individual EOCs and should have the ability to work in a network of other systems at the regional level, or, for example, as a component of national level exercises or planning efforts.
2. Identification and/or development of a method or strategy for simplifying (if not automating) the process of generating appropriate baseline data of local social networks for use in populating datasets for the social network analysis tool.
3. Development or selection of a modeling and simulation system with graphic user interface that will provide a usable, intuitive ability to develop maps of local social networks; integrate those social maps with GIS maps of terrain, physical infrastructure and disaster impact zones; and permit information to be manipulated in order to provide utility as a decision aid for local authorities and emergency managers.

Technical specifications for these components will be developed in Phase I. Separate test and evaluation criteria for selected (or newly developed) components should be described in detail. Utilizing principles of HSI, common user interface design guidelines should be developed and incorporated across components in this phase. User interface design will be based on human performance risk identification and mitigation. Test and evaluation criteria and methods should include concrete human performance requirements.

NOTE: The contractor provided solution shall be compliant with federal regulations and policies to include DHS Management Directive (MD) 4300 A, NIST 800-37 Rev1 and the applicable DHS Hardening guidance for Operating systems and databases.

In addition, for performance of this contract the Contractor shall comply with all DHS SELC and Change Management processes.

Code Review: All Contractor designed, developed and implemented applications must successfully complete a DHS static source code security review. All code shall be submitted no later than thirty (30) days prior to the start of the Security Test & Evaluation (ST&E). It is recommended that code be provided periodically during the development/implementation phase to assist in the identification of

security risks earlier in the coding lifecycle and to reduce the likelihood of schedule impact.

2.2.3 Phase III: Component Integration and Model/Prototype Demonstration (1 year).

Phase III will integrate the three principal tools/subsystems described above and demonstrate their use during a formal prototype demonstration. Integration of these three principal components should result in a coherent operating prototype that has the capability to be integrated with other visual displays and planning tools commonly used in Emergency Operations Centers (e.g., WebEOC, HAZUS, ArcGIS, etc.). A further requirement is a demonstrated potential for upgrade and expansion as capabilities for and employment of social network analysis tools in this arena mature. Test specifications and evaluation criteria developed in Phase I should be used for conducting test and evaluation of the prototype in this phase, though other independent analysis should be anticipated. During this phase, HSI efforts should focus on identifying and integrating design requirements for operability, interoperability, usability, maintainability, and supportability. Human performance requirements should be traceable from the system level down to the subsystem and configuration item level. Performance compliance (component-, subsystem-, and system-level) with HSI design standards should be addressed.

2.2.4 Phase IV: Option Years (years 4-5).

Specific tasks for follow-on phases will be contingent upon results from Phases II and III and the availability of subsequent funding. Potential directions of research and development should be investigated and described as part of the Phase I effort. For example, succeeding development might include:

1. Development of a capability for dynamic network analysis that could track and represent changes in a social network in real time as a result of damage or loss of connectivity during a disaster. This could be particularly relevant for visualizing the effects of lost communications networks on specific geographic locations or on elements of First Responder teams as a scenario unfolds.
2. The ability to model potential dynamic responses to social networks during disasters or emergencies in order to better understand the relationship between events and the emergent behavior of human populations and how it relates to such disaster behavior as evacuation traffic flow, the formation of volunteer response teams, the effects of quarantine or social distancing, or the emergence of leaders in crisis situations.
3. The impact of new communications technologies (cell phones, internet-based social network sites, text messaging) on the dissemination of hazard and risk warnings to local populations, and how information provided from citizens at the scene of incidents through digital photography and video

might propagate through social and communications networks to shape public perceptions or to inform disaster decision-making.

4. Development of training protocols and modules or programs to accompany the social network analysis and modeling systems to support training of local technicians, supervisors and officials in use and implementation.

2.3. Project Summary

To summarize, DHS S&T expects to issue up to three (3) award with a maximum amount of \$100,000 obligated on each award for Phase I. Each award will include optional CLINS for the fulfillment of Phase II through IV. At the completion of Phase I, DHS S&T will assess the potential for successful research and development and likely value and utility of the proposed social network analysis system in view of such factors as the need for further basic research, the composition of proposed team of performers, qualifications of the lead system integrator if proposed, and other relevant issues. Based on this assessment DHS will select a single project from among the three Phase I performers for the optional continuation of Phase II through Phase IV. Offerors submitting proposals under this BAA are put on notice that the specific requirements for Phases II through IV -III (and any Phase IV Option Year effort) will become further defined based on the results of the Phase I research.

Owing to the complexity of the tasks outlined above, offerors are encouraged to include team members—including social and behavioral scientists—who have expertise in basic and applied research as well as the practical application of social network analysis, modeling & simulation, public administration, and emergency management to real-world problems. The expressed ability to integrate diverse scientific or research and development fields and present a unified team effort throughout the duration of this project will be held at a premium. Offerors should further identify as partners members of agencies at the state or local level who have operational experience in emergency management, public administration and planning, or crisis leadership and have specified their willingness to serve as advisors or subject matter experts in this development effort, particularly for assessing the utility and usability of the proposed simulation-based social network analysis system and applying it to challenges in emergency management and the enhancement disaster preparedness and resilience at the community or regional levels. Specific letters of interest or memoranda of agreement from sponsoring or supporting agencies may be included in the proposal as appropriate.

Preference will be given to end-products and approaches that offer the greatest potential for use across the widest audience of end-users and applications related to the mission of the Department of Homeland Security. Usability, ease of use, compatibility with other M&S/GIS/IT systems, and scalability from local to regional levels are highly desired qualities in the proposed tools and model. Principles of Human Systems Integration (HSI) should be outlined within the overall approach to systems engineering. Any COTS/GOTS products that are utilized must be tailorable for use by local agencies. A user-centered design process should be employed for development

that incorporates up front user requirements analysis, user feedback, simulation-based user interface design, human performance risk mitigation, and usability testing.

2.4 Schedule and Deliverables

Two deliverables will be required for the Phase I effort:

- (1) A report addressing the Concept of Operations and the supporting elements specified in section 2.2.1 above; and
- (2) A case study illustrating the implementation of the proposed Concept of Operations and the social network analysis system for mapping a representative social network within a specific community, municipality or region, and applying that capability to the enhancement of preparedness, response and resilience of the community

The schedule of tasks and deadlines for major deliverables in Phase I is provided below. Deliverables for subsequent efforts in Phases II through III will be contingent upon the results of Phase I and the selection of performers.

Deliverables			
SOW Task	Deliverable	Major Tasks	Due Date
1 (Phase I)	Monthly progress report – See sections 7.1 and 9.3 (appendix C) , for required format	<ul style="list-style-type: none"> • N/A 	15 th of each month following the month being reported.
2 (Phase I)	Research and Project Management Plan – A research and project management plan acceptable to the COTR that will accomplish the project's objectives as outlined in the performer's proposal and agreed to by HFD.	<ul style="list-style-type: none"> • Draft PMP to be delivered to COTR within 30 days of contract award for approval. • Final PMP for Phases II-III to be delivered at end of Phase I. 	30 days after award for Phase I; 9 months after award for Phases II-III.
3 (Phase I)	Concept of Operations and supporting elements as specified in section 2.2.1	<ul style="list-style-type: none"> • CONOPS to be submitted in conjunction with Research and Project Management Plans. 	9 months after award.
4 (Phase I)	Case Study	<ul style="list-style-type: none"> • To be submitted as an application of CONOPS to a specific social network. 	9 months after award.
Phase II Tasks	TBD	<ul style="list-style-type: none"> • Contingent upon results of Phase I research. 	TBD
Phase III Tasks	TBD	<ul style="list-style-type: none"> • Contingent upon results of Phase I research. 	TBD

2.5. Government Representatives

Science and Technology:

BAA 10-15

Published: 30 July 2010

Page 16 of 42

Michael Dunaway
U.S. Department of Homeland Security
Science and Technology Directorate
Washington, DC 20528
Office: 202-254-6617
Email: michael.dunaway@dhs.gov

Business:

Christopher Wallis
Contracting Officer
Department of Homeland Security
Washington, DC 20528
Office: 202-254-6718
Email: christopher.wallis@dhs.gov

3. Award Information

3.1. Available Amount of Funding Expected to be Awarded Through this BAA

Although subject to official fiscal appropriation and availability, it is anticipated that the Human Factors Division will have approximately \$300,000 for the Phase I award(s) under this BAA. Funding for future year efforts (Phases II-IV) is subject to DHS appropriations and availability.

3.2. Limitation of Funds.

The Government reserves the right to incrementally fund contracts awarded from this BAA as provided by the FAR 52.232-22, "Limitation of Funds."

3.3. Anticipated Number of Awards

DHS S&T expects to make up to three (3) awards under this BAA. At the conclusion of Phase I, a single project will be selected for continuing funding under Phases II through IV.

3.4. Anticipated Award Types

Award type is anticipated to be in the form of a Cost Reimbursement type contract. However the Government reserves the right to award grants, Cooperative Agreements (CAs), Other Transactions (OTs), or interagency agreements (IAA) to appropriate parties should the situation warrant.

3.5. Anticipated Period of Performance for New Awards

The period of performance for research efforts and studies proposed under this project are estimated to be as follows:

Phase I: Concept Development and Research Approach/Base Period (9 Months)

Phase II: Tool/Component Development/Option Period 1 (12 Months)

Phase III: Component Integration and Prototype Demonstration/Option Period 2 (12 Months)

Phase IV: Option Period 4 (12 Months)

Phase IV continued: Option Period 5 (12 months)

Proposals that build on current or previous work are encouraged. However, where Offerors are incorporating work performed under other DHS projects or projects for other government sponsors, the proposal must clearly identify the point of departure and what existing work will be brought forward and what new effort will be performed under this BAA.

Offerors are asked to address Phases II through IV in their proposal to present a plan that sets forth follow-on efforts in subsequent option years. Consideration of the funding of follow-on work in subsequent years will be contingent upon the value of the product(s) produced by the Phase I effort.

4. Eligibility Information

This BAA is open to **ALL** responsible sources.

Offerors may include single entities or teams from academia, private sector organizations, Government laboratories, and Federally Funded Research and Development Centers (FFRDCs), including Department of Energy National Laboratories and Centers.

4.1. Federally Funded Research & Development Centers

FFRDCs, including Department of Energy National Laboratories and Centers, are eligible to respond to this BAA, individually or as a team member of an eligible principal Offeror, so long as they are permitted under a sponsoring agreement between the Government and the specific FFRDC.

4.2. Nonprofit Organizations, Educational Institutions and Small Business Set Aside

The Government encourages nonprofit organizations, educational institutions, small businesses, small disadvantaged business (SDB) concerns, Historically Black Colleges and Universities (HBCU)/ Minority Institutions (MI) (HBCU/MIs), women-owned businesses (WB), and Historically Underutilized Business (HUB) zone enterprises as well as large businesses, academic institutions, and Government laboratories to submit research proposals for consideration and/or to join others in submitting proposals; however, no portion of the BAA will be set-aside for these special entities pursuant to FAR Part 19.502-2, because of the impracticality of reserving discrete or severable areas of research and development in any specific requirement area.

BAA 10-15

Published: 30 July 2010

Page 18 of 42

To ensure full consideration in these programs, registration in the <https://baa.st.dhs.gov/> website, described later in this document, requires the appropriate business type selection as well as accurate up-to-date information.

4.3. Organizational Conflict of Interest

Organizational Conflict of Interest issues will be evaluated on a case-by-case basis, as outlined below. Offerors who have existing contract(s) to provide scientific, engineering, technical and/or administrative support directly to the DHS S&T Directorate will receive particular scrutiny.

(a) Determination. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more Offerors with the potential to attain an unfair competitive advantage.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the Offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the Offeror and include the appropriate provisions to mitigate or avoid such conflict in the contract awarded. After discussion with the Offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated, or otherwise resolved to the satisfaction of the Government, and the Offeror may be found ineligible for award.

(c) Disclosure: The Offeror must represent, as part of its proposal and to the best of its knowledge that: (1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract; or (2) It has included information in its proposal, providing all current information bearing on the existence of any actual or potential organizational conflicts of interest, and has included the mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation/Waiver. If an Offeror with a potential or actual conflict of interest or unfair competitive advantage believes it can be mitigated, neutralized, or avoided, the Offeror shall submit a mitigation plan to the Contracting Officer for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan.

(e) Other Relevant Information: In addition to the mitigation plan, the Contracting Officer may require further relevant information from the Offeror. The Contracting Officer will use all information submitted by the Offeror, and any other relevant information known to DHS, to determine whether an award to the Offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful Offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestures that may affect this provision.

(g) Flow-down. The contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold.

5. Application and Submission Information

5.1. BAA Package Download.

This BAA package may be downloaded in its entirety from the FedBizOpps website <http://www.fbo.gov> or from <https://baa.st.dhs.gov>.

Registration is not required to download the BAA package; however, a registration in <https://baa.st.dhs.gov> is required to upload a response to the BAA.

5.2. Application and Submission Process

Submissions will not be accepted from organizations that have not registered. Any organization that wishes to participate in this solicitation must register at: <https://baa.st.dhs.gov>. Interested parties are encouraged to register early in the process.

To begin the process, go to <https://baa.st.dhs.gov>, and select BAA10-15 from the list on the left side of the screen, and then select the appropriate topic area. Upon proper selection, buttons for registration and submission will appear. Select the appropriate registration button and fill in the requisite fields. Then submit your registration for submission of a White Paper (a completed Human Factors Project Proposal Form (Appendix B)).

Once the registration process is complete, registrants will receive a control identification number via e-mail. This control number is needed to begin the White Paper (DHS S&T Human Factors Project Proposal Form) submission process. To submit your White Paper (DHS S&T Human Factors Project Proposal Form), select the appropriate submission button, fill out the requested fields, upload your files, and then submit. Users will receive confirmation of their submission via e-mail. You may revise your Human Factors Division Project Proposal Form (White Paper) submission until the deadline. Failure to submit a White Paper will disqualify an Offeror from consideration for submitting a Full Proposal.

In teaming situations, the lead organization must remain the same on both the White Paper (in Project Proposal Form format) and the Full Proposal. Any Full Proposal submitted by organizations that were not the lead organization for the White Paper (DHS S&T Human Factors Project Proposal Form) submission will be considered non-responsive.

Full Proposals will be delivered via upload in accordance with instructions provided during registration. No Classified White Papers or Full Proposals (or portions of proposals) will be accepted.

5.3. Format and Content of White Papers (DHS S&T Human Factors Project Proposal Form)

It is required that a White Paper in DHS Human Factors Project Proposal Format be submitted prior to a Full Proposal to determine the acceptability of the proposed concept to Broad Agency Announcement requirements. Submitters whose White Papers are accepted

for further consideration will be encouraged to submit Full Proposals. Awards will be based on the Full Proposal.

For the purposes of this submission, a completed Human Factors Project Proposal Form constitutes a White Paper. A template for the DHS S&T Human Factors Project Proposal Form format is provided in Appendix B (section 9.2), and all White Paper submissions must comply with the template instructions. Entries in the various sections of the Project Proposal Form should be concise and conform to the specified word count limitations. All pages shall be printed single-spaced on 8-1/2 by 11 inch paper with type not smaller than 12 point font. Pertinent figures, tables, and charts are encouraged and are not included in the word count and font size limitation for the various sections of the Project Proposal Form. The font for diagrams, figures, or tables should have fonts that are legible – no smaller than 8 point font.

5.4. Format and Content of Full Proposals

See the Anticipated Schedule of Events in paragraph 5.6 for the due date for receipt of White Papers and Full Proposals. **Full Proposals WILL NOT BE ACCEPTED after the published due date.** Proposals that exceed the page limit will not have the extra pages reviewed, which may affect the proposal rating.

Only Offerors who submit a Human Factors Project Proposal Form (White Paper) will be considered for Full Proposals. The Government will advise in writing those Offerors encouraged to submit Full Proposals and those Offerors not encouraged to submit Full Proposals. Offerors receiving a letter which discourages submission of a full proposal may choose to disregard the notice and proceed with full proposal submission. NOTE: The validity period of Full Proposals shall be twelve months after proposal closing date.

Full proposals will consist of two volumes: a Technical Proposal volume and a Cost Proposal volume.

- Paper Size – 8.5-by-11-inch paper
- Margins – 1 inch
- Spacing – Single- or double-spaced
- Font – Times New Roman, 12 point. Text embedded within graphics or tables in the body of the Project Description Form should be legible and not smaller than 8 point.
- Number of Pages –
 - Volume 1 (Technical Proposal): No more than 30 single-sided pages. Full proposals exceeding the page limit will not be evaluated. The Official Transmittal Letter, as well as the cover page, table of contents and resumes/biographical information about potential performers in the Full Proposal are not subject to the page limitation.
 - Volume 2: (Cost Proposal): No page limitation.

- Copies – A proposal shall consist of one electronic file for the Technical Proposal volume and one electronic volume for Cost proposal volume. Electronic files will be in portable document format (PDF), readable by IBM-compatible PCs. Each file size must be no more than 10 MB.

5.4.1 Volume 1: Technical Proposal

Volume I of the Full Proposal shall be in the form of a Technical Proposal volume. Responsiveness to the order and content of sections listed in Volume I is important to assure thorough and fair evaluation of proposals. Nonconforming proposals may be rejected without review. The Technical Proposal shall cover all of the elements of the Project Proposal Form (White Paper) that was submitted. In particular, the Technical Proposal must cover the following points in more detail:

- Official Transmittal Letter: This is an official transmittal letter with authorizing official signature. For an electronic submission, the letter can be scanned into the electronic proposal. The letter of transmittal shall state whether this proposal has been submitted to another government agency, other than DHS S&T, and if so, which one and when.
- Cover Page: This should include the words “Technical Proposal” and the following:
 - 1) BAA number;
 - 2) Title of Proposal;
 - 3) Identity of prime Offeror and complete list of subcontractors, if applicable;
 - 4) Technical contact (name, address, phone/fax, electronic mail address);
 - 5) Administrative/business contact (name, address, phone/fax, electronic mail address); and,
 - 6) Duration of effort (separately identify the basic effort and any options)
- Table of Contents
- Executive Summary: Summarize the Proposal and the expected benefits of the solution.
- Proposal: Describe the proposed work and the associated technical and management issues.
- Performance Goals: Describe the overall methodology and how it will meet the objectives.
- Detailed Technical Approach: Describe the proposed technical issues and methodology to address the stated program objectives set forth.
- Statement of Work (SOW), Schedule, and Milestones: Provide an integrated display for the proposed research, showing each task with major milestones. Include a proposed schedule for the effort (estimated dates of tasks, milestones and deliverables). Describe how each task will be performed and identify sub-tasks, if

appropriate. Include a section clearly marked as the SOW you propose to undertake. It is anticipated that the proposed SOW will be incorporated as an attachment to the resultant award instrument. To this end, proposals must include a severable self-standing SOW without any proprietary restrictions, which can be attached to the contract or agreement award.

- Deliverables: Provide a brief summary of all deliverables proposed under this effort, including data, hardware, reports/papers, and sensor image outputs consistent with the objectives of the work, along with due dates (calendar days after the effective date of award). This section shall be severable, i.e., it will begin on a new page and the following section shall begin on a new page. It is anticipated that the proposed detailed list and description of all deliverables will be incorporated as an attachment to the resultant award instrument. To this end, proposals must include a severable self-standing detailed list and description of all deliverables without any proprietary restrictions, which can be attached to the contract or agreement award.
- Management Plan: Provide a brief summary of the management plan, including an explicit description of what role each participant or team member will play in the project, and their past experience in technical areas related to this proposal.
- Small Business Subcontracting Plan in conformance with the requirements contained in FAR 52.219-9 (reference section 8.5, Solicitation Provisions/Clauses)
- Facilities: List the location(s) where the work will be performed, and the facilities to be used. Describe any specialized or unique facilities which directly affect the effort.
- Government-Furnished Resources: Provide a brief summary of required information and data which must be provided by the Government to support the proposed work, if any.
- Cost Summary: Summarize the projected total costs for each task in the initial period of performance and any proposed option years of the effort, including a summary of subcontracts, man hours, and consumables.
- Resumes for Key Personnel: In Appendix A, provide resumes and *curriculum vitae* (CVs) for each of the key personnel. These resumes do not count toward the 20-page limit.
- Other DHS Support: As an appendix, provide a list of any current or pending awards or proposals with DHS that pertain to this work. This section will not count towards the 20-page limit.
- Assertion of Data Rights: Due to the nature of this research and development project, the Government will need information to evaluate the deliverable in a field prototype evaluation scenario with Government personnel, such as the Transportation Security Agency (TSA), Customs and Border Protection (CBP), Secret Service, etc. Therefore, include here a summary of any assertions to any technical data or computer software that will be developed or delivered under any resultant award. This includes any assertions to pre-existing results, prototypes, or systems supporting and/or necessary for the use of the research, results, and/or

prototype. Any rights asserted in other parts of the proposal that would impact the rights in this section must be cross-referenced. If less than unlimited rights in any data delivered under the resultant award are asserted, the Offeror must explain how these rights in the data will affect its ability to deliver research data, subsystems, and toolkits for integration as set forth below. Additionally, the Offeror must explain how the program goals are achievable in light of these proprietary and/or restrictive limitations. If there are no claims of proprietary rights in pre-existing data, this section shall consist of a statement to that effect.

Proposals submitted in response to this BAA shall identify all technical data or computer software that the Offeror asserts will be furnished to the Government with restrictions on access, use, modification, reproduction, release, performance, display, or disclosure. Offeror's pre-award identification shall be submitted as an attachment to its offer and shall contain the following information:

(1) Statement of Assertion. Include the following statement: "The Offeror asserts for itself, or the persons identified below, that the Government's rights to access, use, modify, reproduce, release, perform, display, or disclose only the following technical data or computer software should be restricted:"

(2) Identification of the technical data or computer software to be furnished with restrictions. For technical data (other than computer software documentation) pertaining to items, components, or processes developed at private expense, identify both the deliverable technical data and each such item, component, or process as specifically as possible (e.g., by referencing specific sections of the proposal or specific technology or components). For computer software or computer software documentation, identify the software or documentation by specific name or module or item number.

(3) Detailed description of the asserted restrictions. For each of the technical data or computer software identified above in paragraph (2), identify the following information:

(i) Asserted rights. Identify the asserted rights for the technical data or computer software.

(ii) Copies of negotiated, commercial, and other non-standard licenses. Offeror shall attach to its offer for each listed item copies of all proposed negotiated license(s), Offeror's standard commercial license(s), and any other asserted restrictions other than Government purpose rights; limited rights; restricted rights; rights under prior Government contracts, including Small Business Innovation Research (SBIR) data rights for which the protection period has not expired; or Government's minimum rights.

(iii) Specific basis for assertion. Identify the specific basis for the assertion. For example:

(A) Development at private expense, either exclusively or partially.

For technical data, development refers to development of the item, component, or process to which the data pertains. For computer software, development refers to the development of the software. Indicate whether development was accomplished exclusively or partially at private expense.

- (B) Rights under a prior Government contract, including SBIR data rights for which the protection period has not expired.
 - (C) Standard commercial license customarily provided to the public.
 - (D) Negotiated license rights.
- (iv) Entity asserting restrictions. Identify the corporation, partnership, individual, or other person, as appropriate, asserting the restrictions.
- (4) Previously delivered technical data or computer software. The Offeror shall identify the technical data or computer software that are identical or substantially similar to technical data or computer software that the Offeror has produced for, delivered to, or is obligated to deliver to the Government under any contract or subcontract. The Offeror need not identify commercial technical data or computer software delivered subject to a standard commercial license.
- (5) Estimated cost of development. The estimated cost of development for that technical data or computer software to be delivered with less than Unlimited Rights.
- (6) Supplemental information. When requested by the Contracting Officer, the Offeror shall provide sufficient information to enable the Contracting Officer to evaluate the Offeror's assertions. Sufficient information must include, but is not limited to, the following:

- (i) The contract number under which the data or software were produced;
- (ii) The contract number under which, and the name and address of the organization to whom, the data or software were most recently delivered or will be delivered; and
- (iii) Identification of the expiration date for any limitations on the Government's rights to access, use, modify, reproduce, release, perform, display, or disclose the data or software, when applicable.

Ineligibility for award. An Offeror's failure to submit or complete the identifications and assertions required by this provision with its offer may render the offer ineligible for award.

It is anticipated that the proposed Assertion of Data Rights will be incorporated as an attachment to the resultant award instrument. To this end, proposals must include a severable self-standing Assertion of Data Rights without any proprietary restrictions, which can be attached to the contract or agreement award.

5.4.2 Volume 2: Cost Proposal

The Cost Proposal shall consist of a cover page and two parts, Part 1 and Part 2. Part 1 will provide a detailed cost breakdown of all costs by cost category and Part 2 will provide a Cost breakdown by task/sub-task using the same task numbers in the Statement of Work.

Cover Page: The use of the SF 1411 is optional. The words “Cost Proposal” should appear on the cover page in addition to the following information:

- BAA number;
- Title of Proposal;
- Identity of prime Offeror and complete list of subcontractors, if applicable;
- Technical contact (name, address, phone/fax, electronic mail address);
- Administrative/business contact (name, address, phone/fax, electronic mail address) and;
- Duration of effort (separately price out the basic effort and any options)

Part 1: Detailed breakdown of all costs by cost category. The Offeror should provide a total estimated price for major demonstrations and other activities associated with the program, including cost sharing, if any. The Offeror should state whether any Independent Research and Development (IR&D) program is or will be dedicated to this effort, or if IR&D is being pursued to benefit related programs as well. Any cost sharing estimates should include the type of cost share, i.e. cash or in-kind. If in-kind is proposed, the Offeror should provide a discussion of how the cost share was valued.

- Direct Labor – Individual labor category or person, with associated labor hours and *unburdened* direct labor rates;
- Indirect Costs – Fringe Benefits, Overhead, G&A, COM, etc. (***Must show base amount and rate***)
- Travel – Number of trips, destinations, durations, etc. (Travel estimate should include costs for attendance/presentation at an annual one-day Chemical Forensics Program Review that is held in the Washington metropolitan area).
- Subcontract – A cost proposal ***as detailed as the Offeror’s cost proposal*** will be required to be submitted by the subcontractor. The subcontractor’s cost proposal can be provided in a sealed envelope with the Offeror’s cost proposal or will be requested from the subcontractor at a later date;
- Consultant – Provide consultant agreement or other document which verifies the proposed loaded daily/hourly rate;
- Materials should be specifically itemized with costs or estimated costs. Where possible, indicate purchasing method (competition, engineering estimate, market survey, etc.)

- Other Directs Costs, particularly any proposed items of equipment or facilities. Equipment and facilities generally must be furnished by the contractor/recipient. Justifications must be provided when Government funding for such items is sought.
- Fee/Profit including fee percentage.

Part 2: Cost breakdown by task/sub-task using the same task numbers in the Statement of Work.

The Cost Proposal should be consistent with your proposed SOW. Activities required to reduce the various technical risks should be identified in the SOW and reflected in the Cost Proposal. The Offeror should provide a total estimated price for the major Research, Development, Test, and Evaluation (RDT&E) activities associated with the program.

5.5. Protection of Information Uploaded to BAA Website:

All data uploaded to <https://baa.st.dhs.gov/> is protected from public view or download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. Documents may only be reviewed by the registrant, authorized Government representatives, and assigned evaluators. Offerors submitting proprietary information should specifically mark or identify any information they perceive is proprietary for which they seek added protection.

5.6. Significant Dates and Times

DHS S&T plans to review all White Papers and subsequent Full Proposals in accordance with the “Anticipated Schedule of Events” set forth in the table in this section, using the evaluation criteria described in Section 6.1. After the review of White Papers (Human Factors Project Proposal), DHS S&T will notify Offerors, electronically or in writing, either encouraging or discouraging submission of a Full Proposal based upon that review. No additional feedback will be provided to Offerors when proposals are discouraged. A Review Panel will evaluate the Full Proposals using the criteria specified under the evaluation criteria set forth in Section 6.1. Following that review, Offerors will be notified whether or not their proposal has been selected for negotiation. It is anticipated that multiple awards may be made under this BAA.

The Government reserves the right to fund none, some, or all of the proposals received. It is the intention upon completion of the proposal evaluation to notify Offerors of an initiation of negotiation for awards or rejection of their proposal. Awards will be made based on the evaluation, funds availability, and other programmatic considerations.

Anticipated Schedule of Events		
Event	Due Date	Time (E.S.T.)
BAA Posted to Website	7/30/10	4:30 PM
Deadline for Submission of White Paper Questions	8/9/10	4:30 PM
White Paper (in Project Proposal Form format) Website Registration Deadline – White Paper (Project Proposal Form) Due Date	8/23/10	4:30 PM
Invitations to Submit Full Proposals Sent	9/15/10	N/A
Deadline for Submission of Full Proposal Questions	9/30/10	4:30 PM
Full Proposal Website Registration Deadline - Full Proposal Due Date	10/15/10	4:30 PM
Notification of Selection for Award Negotiations	11/17/10	N/A
Contract Award	TBD	N/A
Kickoff Meetings	TBD	TBD

White Papers (in Project Proposal format) and Full Proposals **WILL NOT BE ACCEPTED** after the published due dates.

5.7. Further Assistance for this BAA

The applicable electronic address for all correspondence for this BAA is: BAA10-15@dhs.gov. For technical assistance with using the <https://baa.st.dhs.gov/> website, submit questions to the administrators at BAA@hsarpabaa.com.

5.8. BAA Contractual and Technical Questions.

All contractual and technical questions regarding this BAA, including the published requirements and instructions, must be directed to the Contracting Officer at BAA mailbox BAA10-15@dhs.gov. The program and technical staff will not acknowledge, forward, or respond to any inquiries received in any other manner concerning this BAA. Contractual questions and answers will be posted periodically under the Frequently Asked Questions (FAQs) section on the www.fbo.gov and <https://baa.st.dhs.gov> websites.

6. Evaluation Information

6.1. Evaluation Criteria

The evaluation of White Papers (in Human Factors Program Project Proposal format) and Full Proposals will be accomplished through an independent technical review using the following criteria, which are listed in descending order of relative importance.

Criterion I: Potential Contribution and Relevance to DHS S&T/HFD Mission:

Potential of the proposed work for providing technology or solutions that meet the requirements, systems attributes, and performance parameters set forth in Sections 2.1-2.3. of this BAA. The effort will be judged on the extent to which the proposed effort will meet objectives as described in program description and objectives. Each phase of the proposed effort must show progress toward those objectives. This factor will also value future potential contributions to future system applications, even if not completed during the effort. Preference will be given to the approaches that offer the greatest potential for use across the widest audience of end-users and applications related to the mission of the Department of Homeland Security. Usability, ease of use, compatibility with other M&S/GIS/IT systems, and scalability from local to regional levels are highly desired qualities in the proposed tools and model.

Criterion II: Overall Scientific and Technical Merit: Presentation of a sound technical approach to the proposed work that demonstrates reasonableness and responsiveness to, understanding of, as well as a clear path to address challenges presented by Sections 2.1-2.3 of this BAA.

Criterion III: Sound Management Approach: Presentation of a sound managerial approach to the proposed work, including a demonstrated understanding of the issues and challenges associated with fulfilling project requirements, as well as a strategy to address project requirements, issues and challenges. A successful team will possess multidisciplinary expertise to address the complexity of the effort.

Criterion IV: Offeror's Capabilities and History of Performance: Demonstration of a capability of the contractor's team and team members to perform the proposed work, including history of previous performance in developing related solutions and technologies. Proposals that utilize industry-academic partnering or utilize industry-Government partnering which enhances the development of novel S&T advances will be given favorable consideration.

Criterion V: Cost Realism: Presentation of accurate, well-founded and reasonable estimates of all costs related to performance of the proposed effort, including an appropriate allocation of labor resources.

Evaluation of White Papers and Full Proposals will be based on an assessment of the proposed solutions which are most advantageous to the Government based on the aforementioned criteria. Awards will be made based upon Full Proposal evaluation, funds availability, and other programmatic considerations, including awards to lesser rated proposals where alternative approaches and technologies are deemed to be more technically advantageous.

NOTE: DHS S&T reserves the right to select for award and fund all, some, or none of the Full Proposals received in response to this announcement. For those proposals that are selected but are on hold for funding, offerors will be so advised and asked to confirm that their proposals remain valid for funding for twelve months from the date of submission.

BAA 10-15

Published: 30 July 2010

Page 29 of 42

6.2. Evaluation Panel

All properly submitted White Papers (in Human Factors Program Project Proposal format) and Full Proposals that conform to the BAA requirements will be evaluated by a review panel comprised of Government technical experts drawn from staff within DHS S&T and other Federal agencies. All Government personnel are bound by public law to protect proprietary information.

Contract personnel who provide support (administrative and advisory) to the panel and who have access to proposals at any stage will be bound by appropriate non-disclosure agreements to protect proprietary and source-selection information and shall certify that they have no financial interest in any submissions. They will not be permitted to release any source-selection information to third parties, including others in their organization. Submissions and information received in response to this BAA constitute permission to disclose that information to certified evaluators under these conditions.

7. Award Administration Information

7.1. Reporting

The following *minimum* deliverables will be required under traditional procurement contracts or other transactions agreements awarded to those Offerors whose Full Proposals are selected for award.

Monthly Project Status Report

Reports of project status will be solicited on a monthly basis from all performers using “Monthly Project Status Report Forms.” A sample of the Monthly Project Status Report Form is provided in Appendix C (section 9.3) of this BAA. These reports will be electronically submitted to the program manager within fifteen days after the last day of each month. The Monthly Project Status Report Forms provide a standardized format to collect the following information:

Static Information (Information that does not change monthly over the project):

- Project Title
- DHS Project Control #
- Period of Performance
- Principal Investigator’s Name, Telephone Number, E-mail and Unclassified/Secure Facsimile Number(s)
- Performer’s Financial Contact Name and Telephone Number

Monthly Update Information to Be Provided in Bulleted or Short Narrative Format:

- Activity During the Past Reporting Period (month)
- Progress Achieved Against Deliverable(s) During Reporting Period
- Progress Achieved Against Project Milestones and Tasks During Reporting Period

- Deliverables Submitted This Period
- Milestones Reached/Achieved This Period
- Other Noteworthy Accomplishments (Meetings, Presentations, Publications, etc.)
- Topics of Concern/Slippage (Technical, Schedule and/or Cost)
- Recovery Plan (if needed)
- Explicit Plans for Next Month
- Project Budget Information (Amount Spent During Reporting Period, Cumulative Amount Spent Since Project Inception, and Amount of Funding Remaining)

Performers are requested to provide monthly update information only in those sections of the form that are applicable to the activities performed during the reporting period. If there is no updated information to report in a section, it can be marked “N/A” for Not Applicable, or left blank.

The following deliverables, primarily in contractor format, are anticipated as necessary. However, specific deliverables should be proposed by each Offeror and finalized with the contracting agent:

- Monthly Progress Status Reports
- Presentation Material
- Other Documents or Reports
- Final Report (suitable for publishing and peer review)

7.2. Project Conferences, Meetings and Reviews

Program status reviews may also be held to provide a forum for reviews of the latest results from experiments and any other incremental progress towards the deliverables and major demonstrations. These meetings will be held at various sites throughout the country. For costing purposes, Offerors should assume that one of these one-day meetings will be at or near DHS S&T, Washington D.C., and one other meeting will be held at the contractor’s facility or a near-by government facility.

7.3. Additional Deliverables

Performers should define additional program-specific deliverables as appropriate for the proposed approach. The Government may describe additional deliverables at the time full proposals are requested.

It is desired, whenever possible, that final reports be in a format that is publishable in appropriate scientific journals so that peer-review can be conducted.

8. Other Information

8.1. Government Property, Government Furnished Equipment, and Facilities

The Government may provide government-furnished equipment (GFE), resources (GFR), information (GFI), or services (GFS) under the terms of each negotiated contract or agreement. GFE, GFR, GFI, or GFS requested by an Offeror must be factored into the Offeror's project cost. Each Offeror must provide a very specific description of any equipment or hardware it needs to acquire to perform the work. This description should indicate whether or not each particular piece of equipment or hardware will be included as part of a deliverable item under the resulting award.

In addition, this description should identify the component, nomenclature, and configuration of the equipment or hardware that it proposes to purchase for this effort. The Government wants to have the contractor purchase the equipment or hardware for deliverable items under its contract. It will evaluate case-by-case the purchase, on a direct reimbursement basis, of special test equipment or other equipment not included in a deliverable item. Maximum use of Government integration, test, and experiment facilities is encouraged in each of the Offeror's proposals.

Government research facilities may be available, and should be considered as potential GFE. These facilities and resources are of high value, and some are in constant demand by multiple programs. The use of these facilities and resources will be negotiated as the program unfolds. Offerors should explain which of these facilities they recommend and why.

8.2. Security Classification

No Classified Project Description Forms or Full Proposals (or portions of proposals) will be accepted.

8.3. Information for White Paper and Full Proposal Respondents

This BAA is for planning purposes only. It will not be construed as an obligation on the part of the Government to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by the Government will arise as a result of submission of responses to this BAA and the Government's use of such information. Unnecessarily elaborate responses containing extensive marketing materials are not desired.

8.4. SAFETY Act

As part of the Homeland Security Act of 2002, Congress enacted the Support Anti-Terrorism by Fostering Effective Technologies Act of 2002 (the "SAFETY Act"). The SAFETY Act puts limitations on the potential liability of firms that develop and provide qualified anti-terrorism technologies. DHS S&T, acting through its Office of SAFETY Act Implementation (OSAI), encourages the development and deployment of anti-terrorism technologies by making available the SAFETY Act's system of "risk management" and "liability management." Offerors submitting proposals in response to this BAA are encouraged to submit SAFETY Act applications for their existing technologies. They are

invited to contact OSAI for more information, at 1-866-788-9318 or helpdesk@safetyact.gov. They also can visit OSAI's Web site at www.safetyact.gov.

8.5. Solicitation Provisions/Clauses

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil> (FAR Clauses 52.###)

http://www.dhs.gov/dhspublic/interweb/assetlibrary/DHS_HSAR_With_Notice_04-01.pdf
(HSAR Clauses 30##.###)

CLAUSES INCORPORATED BY REFERENCE

The following FAR is incorporated by reference into this contract:

52.219-9	Small Business Subcontracting Plan	Apr 2008
----------	------------------------------------	----------

FAR 52.209-2 Prohibition on Contracting with Inverted Domestic Corporations-Representation (July 2009).

(a) *Definition.* — “Inverted domestic corporation” means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), *i.e.*, a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

(b) *Relation to Internal Revenue Code.* A foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 U.S.C. 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 U.S.C. 395 and for this solicitation provision (see FAR 9.108).

(c) *Representation.* By submission of its offer, the offeror represents that it is not an inverted domestic corporation and is not a subsidiary of one.

(End of provision)

FAR 52.222-54 Employment Eligibility Verification (Jan 2009).

(a) *Definitions.* As used in this clause—

—Commercially available off-the-shelf (COTS) item□—

(1) Means any item of supply that is—

- (i) A commercial item (as defined in paragraph (1) of the definition at 2.101);
- (ii) Sold in substantial quantities in the commercial marketplace; and
- (iii) Offered to the Government, without modification, in the same form in which it is sold in the commercial marketplace; and
- (2) Does not include bulk cargo, as defined in section 3 of the Shipping Act of 1984 (46 U.S.C. App. 1702), such as agricultural products and petroleum products. Per 46 CFR 525.1(c)(2), —bulk cargo□ means cargo that is loaded and carried in bulk onboard ship without mark or count, in a loose unpackaged form, having homogenous characteristics. Bulk cargo loaded into intermodal equipment, except LASH or Seabee barges, is subject to mark and count and, therefore, ceases to be bulk cargo.
- Employee assigned to the contract□ means an employee who was hired after November 6, 1986, who is directly performing work, in the United States, under a contract that is required to include the clause prescribed at 22.1803. An employee is not considered to be directly performing work under a contract if the employee—
- (1) Normally performs support work, such as indirect or overhead functions; and
- (2) Does not perform any substantial duties applicable to the contract.
- Subcontract means any contract, as defined in 2.101, entered into by a subcontractor to furnish supplies or services for performance of a prime contract or a subcontract. It includes but is not limited to purchase orders, and changes and modifications to purchase orders.
- Subcontractor means any supplier, distributor, vendor, or firm that furnishes supplies or services to or for a prime Contractor or another subcontractor.
- United States, as defined in 8 U.S.C. 1101(a)(38), means the 50 States, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands.

(b) *Enrollment and verification requirements.*

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall—
- (i) *Enroll.* Enroll as a Federal Contractor in the E-Verify program within 30 calendar days of contract award;
- (ii) *Verify all new employees.* Within 90 calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); and
- (iii) *Verify employees assigned to the contract.* For each employee assigned to the contract, initiate verification within 90 calendar days after date of enrollment or within 30 calendar days of the employee’s assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).
- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of—
- (i) *All new employees.*
- (A) *Enrolled 90 calendar days or more.* The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or
- (B) *Enrolled less than 90 calendar days.* Within 90 calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires

of the Contractor, who are working in the United States, whether or not assigned to the contract, within 3 business days after the date of hire (but see paragraph (b)(3) of this section); or

(ii) *Employees assigned to the contract.* For each employee assigned to the contract, the Contractor shall initiate verification within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section).

(3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe; or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements at (b)(1) or (b)(2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.

(4) *Option to verify employment eligibility of all employees.* The Contractor may elect to verify all existing employees hired after November 6, 1986, rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986, within 180 calendar days of—

(i) Enrollment in the E-Verify program; or

(ii) Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contact information provided in the E-Verify program Memorandum of Understanding (MOU).

(5) The Contractor shall comply, for the period of performance of this contract, with the requirement of the E-Verify program MOU.

(i) The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor will be referred to a suspension or debarment official.

(ii) During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

(c) *Web site.* Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify> .

(d) *Individuals previously verified.* The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee—

- (1) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (2) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (3) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD) -12, Policy for a Common Identification Standard for Federal Employees and Contractors.

(e) *Subcontracts*. The contractor shall include the requirements of this clause, including this paragraph (e) (appropriately modified for identification of the parties), in each subcontract that—

(1) *Is for*—

(i) Commercial or noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or

(ii) Construction;

(2) Has a value of more than \$3,000; and

(3) Includes work performed in the United States.

(End of Clause)

FAR 52.227-17 Rights in Data – Special Works

(a) *Definitions*. As used in this clause--

—Data means recorded information, regardless of form or the medium on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

—Unlimited rights means the rights of the Government to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, in any manner and for any purpose, and to have or permit others to do so.

(b) *Allocation of Rights*.

(1) The Government shall have—

(i) Unlimited rights in all data delivered under this contract, and in all data first produced in the performance of this contract, except as provided in paragraph (c) of this clause for copyright. (ii) The right to limit assertion of copyright in data first produced in the performance of this contract, and to obtain assignment of copyright in that data, in accordance with paragraph (c)(1) of this clause.

(iii) The right to limit the release and use of certain data in accordance with paragraph (d) of this clause.

(2) The Contractor shall have, to the extent permission is granted in accordance with paragraph (c)(1) of this clause, the right to assert claim to copyright subsisting in data first produced in the performance of this contract.

(c) *Copyright*—

(1) *Data first produced in the performance of this contract*.

(i) The Contractor shall not assert or authorize others to assert any claim to copyright subsisting in any data first produced in the performance of this contract without prior written permission of the Contracting Officer. When copyright is asserted, the Contractor shall affix the appropriate copyright notice of 17 U.S.C. 401 or 402 and acknowledgment of Government sponsorship (including contract number) to the data when delivered to the Government, as well as when the data are published or deposited for registration as a published work in the U.S. Copyright Office. The Contractor grants to the Government, and others acting on its behalf, a paid-up, nonexclusive,

irrevocable, worldwide license for all delivered data to reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly, by or on behalf of the Government.

(ii) If the Government desires to obtain copyright in data first produced in the performance of this contract and permission has not been granted as set forth in paragraph (c)(1)(i) of this clause, the Contracting Officer shall direct the Contractor to assign (with or without registration), or obtain the assignment of, the copyright to the Government or its designated assignee.

(2) *Data not first produced in the performance of this contract.* The Contractor shall not, without prior written permission of the Contracting Officer, incorporate in data delivered under this contract any data not first produced in the performance of this contract and which contain the copyright notice of 17 U.S.C. 401 or 402, unless the Contractor identifies such data and grants to the Government, or acquires on its behalf, a license of the same scope as set forth in subparagraph (c)(1) of this clause.

(d) *Release and use restrictions.* Except as otherwise specifically provided for in this contract, the Contractor shall not use, release, reproduce, distribute, or publish any data first produced in the performance of this contract, nor authorize others to do so, without written permission of the Contracting Officer.

(e) *Indemnity.* The Contractor shall indemnify the Government and its officers, agents, and employees acting for the Government against any liability, including costs and expenses, incurred as the result of the violation of trade secrets, copyrights, or right of privacy or publicity, arising out of the creation, delivery, publication, or use of any data furnished under this contract; or any libelous or other unlawful matter contained in such data. The provisions of this paragraph do not apply unless the Government provides notice to the Contractor as soon as practicable of any claim or suit, affords the Contractor an opportunity under applicable laws, rules, or regulations to participate in the defense of the claim or suit, and obtains the Contractor's consent to the settlement of any claim or suit other than as required by final decree of a court of competent jurisdiction; and these provisions do not apply to material furnished to the Contractor by the Government and incorporated in data to which this clause applies.

(End of Clause)

9. Appendices

9.1. Appendix A – List of Acronyms

9.2. Appendix B - White Paper Format (Human Factors Program Project Proposal)

9.3. Appendix C - Human Factors Program Monthly Project Status Report

9.1 - APPENDIX A – List of Acronyms

BAA	Broad Agency Announcement
CA	Cooperative Agreement
COTS	Commercial Off-The-Shelf
DHS	Department of Homeland Security
DOE	Department of Energy
FAQs	Frequently Asked Questions
FAR	Federal Acquisition Regulations
FedBizOps	Federal Business Opportunities (www.fbo.gov)
FOUO	For Official Use Only
FFRDC	Federally Funded Research and Development Center
G&A	General and Administrative
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GFR	Government-Furnished Resources
GFS	Government-Furnished Services
GOTS	Government Off-The-Shelf
HBCU	Historically Black Colleges and Universities
HF/BSO	Human Factors / Behavioral Sciences Division
HSPD	Homeland Security Presidential Directive
HUB	Historically Underutilized Business
IAA	Interagency Agreement
M&S	Modeling and Simulation
OSAI	Office of SAFETY Act Implementation (DHS)
OTs	Other Transactions
PDF	Portable Document Format
PL	Public Law
PPF	Project Proposal Form (Human Factors Project Proposal Form used in place of narrative White Paper (treated as White Paper on website))
RFP	Request for Proposal
RDT&E	Research, Development, Test and Evaluation
S&T	Science and Technology
SAFETY Act	Support Anti-Terrorism by Fostering Effective Technologies Act 2002
SDB	Small Disadvantaged Business
SNA	Social Network Analysis

9.2 – APPENDIX B - White Paper Format (Human Factors Project Proposal Form)
HUMAN FACTORS PROGRAM
PROJECT PROPOSAL FORM (White Paper)

Name of Project	
Project Name	
Name(s) and Contact Information of Performers	
Name: Mailing Address: Telephone: Fax: Secure Fax: Email: Secure Email :	
Name and Contact Information of Financial Contact	
Name: Mailing Address: Telephone: Fax: Email:	
Requirement Addressed (500 words or less) (Reference Technology Focus Area[s])	
Summary of Technical Approach & Project Activity (2,500 words or less)	
Justification & Potential Benefits/Outcomes of Project (750 words or less)	
List of Tasks and Schedule (From Contract Award Date) (1,000 words or less)	
Task 1:	(Contract Award Date to X month)
Task 2:	(Month X to X month)
...	
Task N:	(Month X to X month) (Note: POP not to exceed XX months)
Cost of Each Task/Total Project Cost	
Task 1 Cost:	\$
Task 2 Cost:	\$
Task N Cost:	\$
Total Cost:	\$
Breakout and Categorization of Costs	
Labor:	\$
M&S:	\$
Capital Equipment:	\$
Travel:	\$
Indirects:	\$
Estimated Labor Hours: ____ Hours	
Average Cost per Labor Hour: \$ ____ /hour	
Description of Deliverable(s) and Schedule of Delivery	
Deliverable 1: (Contract Award Date + X months)	
Deliverable 2: (Contract Award Date + X months)	
...	
Deliverable N: (Contract Award Date + X months)	
Go / No Go Decision Point(s) for Project Completion &/or Follow-On Work (150 words or less)	
Project Completion and/or Follow-on Decision Point(s): <i>(Criteria at completion of particular Task or</i>	

<i>Deliverable</i> (Contract Award Date + X months)
Related Experience/Qualifications of Performer(s)/Laboratory (500 words or less)
References/Related Research (500 words or less)
Comments (500 words or less)

9.3. – APPENDIX C- Human Factors Monthly Project Status Report

**DHS S&T HUMAN FACTORS PROGRAM
MONTHLY PROJECT STATUS REPORT FORM
CONTRACTOR: XXX**

MONTHLY PROJECT STATUS REPORT # x

For: _____ (Month/Yr.)

Date Submitted:

(Must be submitted to DHS PM by 15th of following month after reporting period)

Deliverable:	
Project Title:	
Purchase Request/IAA No.:	Period of Performance: Contract Award Date (C.A.D. + X Months)
Principal Investigator (PI):	PI Telephone No.:
PI e-mail:	PI Facsimile No.:
Financial Contact:	Financial Contact Telephone No.:
DHS Program Manager:	DHS PM Telephone No.:
DHS PM Email:	DHS PM Facsimile No.:

(Instructions: Provide bullets, short narrative and/or budget information updates in regular (non-Bold) font at areas marked with “xxx,” where applicable. If nothing relevant to report occurred during reporting period, designate with “NTR” (nothing to report) or N/A (not applicable). Use Bold font if a noteworthy technical accomplishment is being reported that is appropriate for bringing to the attention of DHS and other federal senior managers [e.g. DHS Secretariat or White House]. Completed forms should be provided as attachments to an email to the COTR by the 15th day following the end of the reporting period.

Activity During Past Month:

Progress Achieved Against Deliverables:

Deliverable 1:

Deliverable 2:

Deliverable n:

Progress Achieved Against Project/Milestones/Tasks This Reporting Period:

Task 1:

Task 1.1:

Task 1.2:

Task 2:

Task 2.1:

Task 2.2:

Task 2.n:

Task 3:

Task 3.1:

Task 3.2:

Task 3.n:

Deliverables Submitted This Period:

Milestones Reached/Achieved This Period:

Other Noteworthy Accomplishments (Meetings, Presentations, Publications, etc.):

Topics of Concern/Slippage:

- Technical -
- Cost -
- Schedule –

Recovery Plan (if needed):

Explicit Plans for Next Month:

Task # _:

Task # _:

Project Budget Information: (Provide summary in table below and affix copy of monthly contract billing statement submitted to DHS Contracts Office).

Total FY 2009 Funding Available:	\$
Spent this Month:	\$
Cumulative Amount Spent since Inception of Project:	\$
Amount of Funding Remaining:	\$